

COORDINATED REVIEW EFFORT

FNS 640 DATA SUMMARY

SFA Name:		Review Date:	
1. SFA Enrollment:		2. Type of Review: (SFA-1, header) <input type="checkbox"/> 1st <input type="checkbox"/> Follow-up	
3. Number of schools in SFA (SFA-1, #2): Total: Reviewed		4. Number selected and reviewed based on error prone criteria (School Selection Worksheet, O-2):	
5. Did the SFA have an adequate system for consolidating claims? (SFA-1, #3): <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Lunches observed on day of review in reviewed schools (SFA-1, #3): Number incomplete lunches observed: Total lunches observed:	
7. How many schools had 10% or more (and at least 100) free and reduced price meals claimed incorrectly? (SFA-1, #4):		8. How many schools did NOT have an adequate counting and claiming system for the day of review or the review month? (SFA-1, #4):	
9. Did the SFA exceed the PS 1 Threshold? (SFA-1, #7) <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Did the SFA exceed the PS 2 Threshold? (SFA-1, #8) <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Total meals claimed by SFA in the review month (SFA-2, #103, "SFA Claimed Lunch Counts"):			
Free		Reduced Price	
12. Total meals claimed in error due to SFA consolidation error for the review month (SFA-2, #103, "Difference"):			
Free		Reduced Price	
Over (+)			
Under (-)			
13. Total meals claimed for reviewed schools in the review month (S-1, #15, "SFA Claim for this School for Review Period") - sum totals by category across all reviewed schools:			
Free		Reduced Price	
14. Total meals claimed in error by reviewed schools in review month (S-1, #15, "Difference") – sum totals for over and under by category across all reviewed schools:			
Free		Reduced Price	
Over (+)			
Under (-)			
15: Number of schools recalculated:			
16. # of meals claimed by SFA for recalculated schools (S-1, #15, "SFA Claim for this School for Review Period"), sum totals by category across all RECALCULATED SCHOOLS ONLY:			
Free		Reduced Price	
17. # of meals in error for review period based on recalculation (FA 4, #6 and/or FA 5, #7 – REVIEW PERIOD ONLY) – sum totals by category across all RECALCULATED SCHOOLS ONLY			
Free		Reduced Price	
Over (+)			
Under (-)			
18. Reviewers count of free and reduced price eligibles (S-1, #13, Free plus Reduced) – sum across all reviewed schools:		19. # of free AND reduced price meals claimed incorrectly due to cert./benefit iss. Errors (SFA-1, # 4, "Number of Lunches Claimed Incorrectly" – sum across all reviewed schools)	
20. Total meals missing item/components during review period for reviewed schools (S-7, # 11,12,13) – sum totals by category across all reviewed schools:			
Free		Reduced Price	

INSTRUCTIONS FOR CRE 640 OPTIONAL SUMMARY

FNS 640 DATA SUMMARY

Enter the name of the School Food Authority

Enter the date(s) on which the review was conducted

BLOCK 1:

Enter the total enrollment for the SFA.

BLOCK 2:

Check the appropriate box to indicate whether the review is a first or follow-up review the agreement

BLOCK 3:

From SFA-1, Block 2, enter the total number of schools participating in the National School Lunch Program and the number reviewed.

BLOCK 4:

For multi school SFAs: Enter the number of schools that were selected for review because they had 100 percent or higher free Average Daily Participation with at least 100 Average Daily Free Meals. For single school SFAs: Enter zero.

BLOCK 5-6:

Record the answers from SFA-1, #3.

BLOCKS 7-8:

On SFA-1, #4, (including the continuation sheet, if used) count the total number of schools with 10% or more and at least 100 Free/RP lunches claimed incorrectly. Count the total number of schools with a NO answer under Adequate Counting and Claiming System for Day and/or Review Period. Record the counts in the appropriate items. (Note: Record these counts whether or not the SFA exceeded the PS 1 Threshold).

BLOCKS 9-10:

In block 9, record the answers from SFA-1, #7 and in block 10, record the number from SFA-1 #8.

BLOCKS 11-12:

Record the SFA Claimed Lunch Counts and the Difference (Over or Under) for each category from SFA-2, #103.

BLOCKS 13-14:

From S-1, # 15: Total the SFA Claim for this School for Review Period for each meal category, for all reviewed schools. Total the Difference by category for all reviewed schools, netting out Over(+) and Under(-) differences. Record the totals claimed by category in Block 13 and the net over or under differences by category in Block 14.

BLOCK 15:

Enter the number of schools that were recalculated.

BLOCK 16-17:

For recalculated schools only: From S-1, # 15: Total the SFA Claim for this School for Review Period for each meal category, for all reviewed schools. Total the Difference by category for all reviewed schools, netting out Over(+) and Under(-) differences. Record the totals claimed by category in Block 16 and the net over or under differences by category in Block 17.

BLOCK 18:

From S-1, #13: Total the Reviewers Count of Free Eligibles plus the Reviewers Count of Reduced Price Eligibles for all reviewed schools.

BLOCK 19:

From SFA-1, #4, Total the "Number of Lunches Claimed Incorrectly" for all reviewed schools.

BLOCK 20

From S-1, # 11,12,13: Total the number of Lunches Missing Item Component, by category, for all reviewed schools.

September 1, 2014

COORDINATED REVIEW EFFORT**FNS 640 DATA SUMMARY (CONTINUED)**

Complete items 21 through 23 after Fiscal Action is completed:		
21. a. Did the SFA have a net underclaim? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES:		
b. \$ amount of net underclaim (FA-6, # 13, "B. Underclaims):		
c. Was part or all of the underclaim repaid to the SFA? <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. If yes, \$ amount that was repaid to the SFA:		
22. a. Did the SFA have a net overclaim? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES:		
b.\$ amount of net overclaim (FA-6, # 13, "A. Overclaims): :		
c. Was the overclaim disregarded? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO:		
d. What was the \$ value of the overclaims and underclaims for:		
	Overclaims	Underclaims
Certification and benefit issuance errors (FA-6, # 7)		N/A
Meal count and component errors (FA-6, # 8)		
SFA level claim consolidation errors (FA-6, # 9)		
Recalculations (FA-6, # 12)		
23. Were payments withheld from this SFA? <input type="checkbox"/> Yes <input type="checkbox"/> No		

INSTRUCTIONS FOR CRE 640 OPTIONAL SUMMARY – Page 2

FNS 640 DATA SUMMARY

Complete items 21 through 23 after Fiscal Action is completed

BLOCK 21:

Record whether the SFA had a net underclaim. If YES, record the amount of the net underclaim from FA-6, #13, B. Underclaims.

Record whether all or part of the underclaim was repaid to the SFA. If YES, record the amount that was repaid.

BLOCK 22:

Record whether the SFA had a net overclaim. If YES, record the amount of the net overclaim from FA-6, #13, A. Overclaims.

Record whether the net overclaim was disregarded. If NO, record the overclaims and underclaims for each type of error from FA-6, # 7, 8, 9, and 12.

BLOCK 23:

Record whether or not payments were withheld from the SFA.